

## *Our Commitment*

Vertech Group's Code of Conduct is in place to guide the organisation and its stakeholders to always carry out Vertech Business in an ethical and respectful manner.

Our Core Values focus on the constant need for us all to demonstrate care, honesty and fairness with everyone we deal with - colleagues, customers, suppliers, contractors, stakeholders, regulators and the community.

Our business dealings shall be characterised by honesty and freedom from deception and fraud. Our Core Values demonstrate that we find unethical behaviour unacceptable.

## *Our Values*

**People** - Treating our people with compassion, acknowledging our people for who they are, recognising their achievements and empowering our people to succeed.

**Safety** - Our culture holds safety at its core. We strive for our people to go home in the same condition they were in when they arrived at work.

**Quality** - Striving for continuous improvement and exceeding expectations, ensuring excellence in everything we do.

**Innovation** - Leading the way with innovative solutions by encouraging constructive challenge and change.

## *Our Vision*

Vertech Group's vision is not to be the biggest, but to be the best and to grow our business by growing our people. To do this we will operate safely and conduct ourselves with integrity maintaining best practices while sharing our culture and philosophies throughout the business.

## *Our Mission Statement*

To operate safely and conduct ourselves with integrity.




To maintain best practices and share our culture and philosophies throughout the business.

To be the Company of choice for all stakeholders.

To grow the business by growing our people.

## *Your Responsibility*

As a Vertech Group team member, you are expected to:

-  Look after the Company's best interest and represent yourself and the Company in a safe and professional manner.
-  Conduct yourself with integrity, honesty and respectfully to the Company, fellow employees, clients, other contractors, and yourself.
-  Comply with Company policies and procedures, which may be amended from time to time.

# Vertech Group Code of Conduct



Vertech Group's policies and procedures can be found by following the Vertech online IMS system path;  
<https://vertechgroupnz.sharepoint.com/sites/IMS-Vertech/Policies/Forms/AllItems.aspx>

## Accountability

Taking responsibility for your own actions, ensuring appropriate use of information, exercising diligence and duty of care obligations, and avoiding conflicts of interest.

## Ethical Principles

Contributing and encouraging an ethical, honest, unbiased, and unprejudiced work environment that provides respect for all people – refer to **VP-QMS-002 Business Ethics Policy**.

## Standard of Conduct

Behaving in a manner that is in line with our values. You're not just representing the company but yourself and your family.

Completing your duties in line with your position description and to the best of your abilities, following company policies such as: internet and email usage – refer to **VP-QMS-020 - Use of Social Media Policy**.

## Dress Code

Dress appropriately for your working conditions and wear the correct job specific PPE.

Refer to **VER-HSE-029 -PPE Procedure**

## Standard of Practice

Refer to **VP -QMS-003 - Quality Policy**.

## Discipline Procedure

Refer to **VER-HR-003 - Discipline Procedure**.

## Where to get help & support:

Employee Assistance Program (EAP) information.

PeopleSense

T: (08) 1300 307 912

E: [reception@peoplesense.com.au](mailto:reception@peoplesense.com.au)

A: Level 1, 2 Bagot Road, Subiaco, WA 6008

**Reach out to your Manager or Business Services Coordinator if you face any issues or have any questions.**

**Tom Brennan – Managing Director**  
Vertech Group Pty Ltd